

CITY OF TIGARD

BUILDING INSPECTION PROGRAM

OPERATING PLAN

Updated: December 31, 2004

Introduction

OAR 918-020-0080 Delegation Of Building Inspection Programs

The state Building Codes Division and every municipality that administers and enforces a building inspection program or desires to assume responsibility to administer and enforce a building inspection program shall prepare an operating plan that describes the manner in which the municipality or the division will do so. The operating plan shall establish specific goals, consistent with the program standards described in OAR 918-020-0090.

This operating plan was developed to comply with the above administrative rule. The plan is on file with the State of Oregon Building Codes Division, has been distributed to surrounding jurisdictions, and is available through this office upon request.

This operating plan has been updated to incorporate all rules pursuant to OAR 918-050-000 through OAR 918-050-0800. These rules cover standard application forms, standard processes, fee methodology, minor labels, and Tri-County state surcharge. The City of Tigard will conform to these rules as well the rules pursuant to plan reviewers licensed under OAR 918-090-0210.

This plan reflects the standards, policies, procedures and services administered and offered through the City of Tigard. The plan will be updated as necessary to reflect service changes.

Any questions related to this plan should be directed to:

Building Official
13125 SW Hall Blvd.
Tigard, OR 97224

Phone: (503) 718-2448
Fax: (503) 684-7297

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ADMINISTRATIVE STANDARDS

Funds

The Division operates through three dedicated funds, the Electrical Inspection, Building and Urban Services Funds. All plan review and permit revenues are deposited in these funds and all program related division expenditures are from these funds. Current funding is adequate to ensure compliance with this operating plan.

Equipment

All staff members are provided with the equipment and other resources needed to complete their work in an efficient and service oriented manner. Such equipment includes, but is not limited to, open office spaces, vehicles for inspections, cellular telephones, personal protection equipment, code and code-related publications, business and identification cards, and networked personal computers.

Staff Authority and Responsibilities

Building Official:

Section 14.04.040(a) of the Tigard Municipal Code states as follows:

The city shall provide a program of building code administration, including plan review, permit issuing and inspection for structural, electrical, mechanical and plumbing work. The program shall be administered by the building official, under the supervision of the community development director. The program shall operate pursuant to the state specialty codes listed in Section 14.04.030 and the remainder of this chapter.

The Building Official has all the powers and duties described in the Oregon specialty codes and administrative rules applicable to building code administration and Title 14 of the Tigard Municipal Code, including: enforcement of all code provisions, code interpretation, alternate method and modification approval, right of entry, stop work authority and disconnection of utilities.

Plans Examiners:

As per OAR Chapter 918, Division 98, plans examiners review plans for compliance with the Tigard Building Code ordinance at the level for which the plans examiner is certified by the State of Oregon.

Inspectors:

As per OAR Chapter 918, Division 98, inspectors conduct plan reviews and inspections of work covered by the specialty code and the level certified by the State of Oregon.

Detailed job descriptions for all staff members are available upon request.

Local Appeals Process

Any appeal of a plans examiner decision is reviewed by the Building Official. There is no cost for this appeal. A decision is generally rendered within 24 hours of the request.

Any appeal of an inspector decision is reviewed by the Supervising Inspector with advice from the appropriate Senior Inspector. The appeal may be verbal or in writing. There is no cost for this initial appeal. A decision is generally rendered within 24 hours of the request. Any appeal of a Supervising Inspector decision is reviewed by the Building Official. There is no cost for this appeal. A decision is generally rendered within 24 hours of the request.

An appeal of a decision of the Building Official related to code provisions is reviewed by the Tigard Building Appeals Board as per Section 2.09 of the Tigard Municipal Code. There is no fee for this appeal.

An appeal of a decision of the Building Official unrelated to code provisions is reviewed by the Community Development Director.

As per ORS 455.690, any person aggrieved by the final decision of a municipal appeals board may, within 30 days after the date of the decision, appeal to the appropriate state advisory board.

Alternative Appeals Process

This rule allows persons aggrieved by a decision of a local building official or designee to choose whether to appeal through the local appeals process, or through the division. If the appeal relates to an inspection pursuant to the **Electrical Specialty Code**, the appeal process set forth in OAR 918-251-0040 shall be followed.

A person aggrieved by the decision of a local building official or designee may, in lieu of using the local appeals process, appeal to the appropriate specialty code chief. The aggrieved person may not change from one process to the other on the same issue. The process outlined in OAR 918-001-0130 shall be followed when this option is used.

If the aggrieved person, or the person whose decision generated the appeal, chooses to further appeal the decision of the specialty code chief to the appropriate state advisory board they may do so in accordance with OAR 918-001-0130.

Accounting

All revenues collected are deposited in the Division's dedicated funds. These revenues are segregated by sub-program area. All direct program related Building Division expenditures are budgeted in the dedicated funds.

Records Retention and Retrieval

All City records are retained at least for the minimum time outlined by the Oregon State Archivist. In most cases records are retained for significantly longer than the required minimum, usually five years. All plans are micro-filmed, except single-family plans.

Records are retained in their original "paper" format in file cabinets until they are converted to microfilm.

Availability of Operating Plan

The City of Tigard operating plan is available to any interested party upon request. A copy can be supplied in electronic format if desired.

Public Comment/Complaint Process

Public comments or complaints may be submitted verbally (in person or via telephone) or in writing (via fax, mail, or personal delivery).

Comments or complaints related to code provisions will be processed by the most appropriate staff member. If the comment or complaint becomes an appeal, procedures outlined above will be followed.

Comments or complaints related to employee behavior will be processed by the employee's supervisor as per City of Tigard personnel policies.

Public Inquiry Process

The Department maintains office hours from 8:00 am to 5:00 pm as follows: Counter 8:00 am to 5:00 pm for application submittal, permit issuance (until 4:45 pm) and other related transactions; inspectors and plans examiners 8:00 am to 4:00 pm. Telephones are answered by administrative staff between 8:00 am and 5:00 pm. Inspection requests are accepted via an automated inspection request line 24 hours per day.

The Department's phone number is (503) 639-4171. The fax number is (503) 684-7297. The inspection request number is (503) 639-4175.

Customers may telephone to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 am and 5:00 pm. Customers may visit our public service counter to inquire on matters related to permitting, plan review, or inspection processes anytime between 8:00 am and 5:00 pm. Customers may mail or fax inquiries of this nature at any time.

Responses to customer inquiries are generally conducted on the same day they are received, but not later than 24 hours of receipt.

Cooperation with other Agencies

Pursuant to OAR 918-020-0020 plans for buildings that the Fire Marshal (Tualatin Valley Fire & Rescue) inspects for occupancy standards under ORS 476.030 are made available during regular city business hours at the City of Tigard. Copies of all permits of such buildings or structures are forwarded to the Fire Marshal's office for their information upon review of such plans. Tualatin Valley Fire & Rescue assigns a Deputy Fire Marshal as a liaison to city plan review staff. Weekly meetings are held between the liaison and city plan review staff to allow the fire marshal's office to review plans and provide their input. The fire marshal's office is provided with an approved copy of all plans that include fire suppression or early warning fire detection systems, or other design features that are inspected by their office. Any alternate materials or methods of construction are forwarded to their office. If any alternate relates to portions that the fire marshal is required to inspect, it shall be reviewed and approved by both the fire marshal and building official. Comments from the fire marshal are received and evaluated prior to the issuance of said plans.

Customer Service Information

The jurisdiction of this Department covers all areas within Tigard's city limits. Tigard also services the portion of unincorporated Washington County that is located within the Urban Growth Boundary and Tigard's Area of Active Planning Interest, pursuant to inter-governmental agreements. A map of all of the jurisdictional boundaries is maintained at the public service counter. The City of Tigard is a "full service" jurisdiction. Permits for work governed by each specialty code are available through this office.

Notifications

All notices issued pursuant to OAR 918-020-0070 through -0220 shall be sent to the City of Tigard Building Official.

PERMITTING STANDARDS

Office Location and Hours of Operation

The Department maintains office hours from 8:00 am to 5:00 pm (counter open 8:00 am to 5:00 pm, plans examiners available 8:00 am to 5:00 pm and inspectors 8:00 am to 4:00 pm). The office is located at Tigard City Hall, 13125 SW Hall Blvd., Tigard, OR, 97224. Telephones are answered by administrative staff between 8:00 am and 5:00 pm. Permit applications are accepted and permits are issued anytime between 8:00 am and 4:45 pm. Permit applications are also accepted via mail and fax.

Application Procedures

Applications for permits are made on standard Tri-County forms as required by OAR 918-050-0020. Permit applications received in person are given a cursory check for completeness before the customer leaves. All permit applications are checked for completeness within 3 working days of receiving an application, and the applicant is informed whether or not the application is complete.

Application & Permitting Timeframes

One and Two Family Dwelling Code Permits:

Permit applications for work regulated by the One and Two Family Dwelling Code are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter (all new construction and additions, some alterations), the Department will notify the applicant within three working days of receiving an application, whether or not the application is complete and whether or not it is for a simple residential plan.

The timeframe for the review of “simple one-and-two-family dwelling plans” is ten (10) working days. “Complex one-and-two-family dwelling plans” are reviewed in fifteen (15) working days. The City of Tigard has a method for selecting a plan reviewer licensed under OAR 918-090-0210 to perform plan reviews when the time periods for review of “simple one-and-two-family dwelling plans” exceeds the ten (10) working days. For this purpose the following definitions shall apply:

“Simple one-and-two-family dwelling plans” shall:

- a) Comply with the requirements for prescriptive construction under the One and Two Family Dwelling Specialty Code; or
- b) Comply with the Oregon Manufactured Dwelling Standard; and
- c) Be a structure of three stories or less with an enclosed total floor space of 4,500 square feet or less, inclusive of multiple stories and garage(s).

“Simple one-and-two-family dwelling plans” may:

- a) Include pre-engineered systems listed and approved by nationally accredited agencies approved in accordance with the appropriate specialty codes, or by state interpretive rulings approved by the appropriate specialty board, that require no additional analysis; and
- b) Be designed by an architect or engineer and be considered a simple one-and-two-family dwelling if all other criteria of OAR 918-090-0210 are met.

The following shall be considered “simple one-and-two-family dwelling plans”:

- a) Master plans approved by the authority having jurisdiction or under ORS 455.685, which requires no additional analysis; and
- b) Plans that include an engineering soil report if the soil report allows prescriptive building construction and requires no special systems or additional analysis.

A plan that does not meet the definition of “simple” shall be deemed “complex”. The building official may accept a licensed plan reviewer’s review of complex one-and-two-family dwelling plans in order to meet customer service. This is solely at the discretion of the building official.

Manufactured Dwelling Permits:

Permit applications for work regulated by the Oregon Manufactured Dwelling Standards are issued over-the-counter when possible. If the permit requires some in-depth review and cannot be issued over-the-counter (new installations and additions, some alterations), the Department will notify the applicant within three working days of any plan deficiencies and will complete the plan review within ten (10) working days.

Commercial and Multi-family Permits:

Permit applications for work regulated by the Structural, Mechanical, Plumbing, and Electrical Codes are issued over-the-counter when possible (plumbing permits for additional fixtures are issued within an average of three days when they do not require plan review). If the permit requires some in-depth review and cannot be issued over-the-counter, the Department will notify the applicant of any plan deficiencies within an average of six weeks for new construction and major additions, and three weeks for alterations and other smaller projects. Plumbing permits require plan review when more than eight fixtures are proposed to be added. Electrical plan review is required pursuant to the Electrical Program Operating Plan attached hereto.

Other Permits:

Tigard issues emergency permits for electrical work pursuant to the Electrical Program Operating Plan attached hereto.

Phased Permitting

The City of Tigard offers phased permitting for projects within its boundaries in accordance with OAR 918-050-0160. The plan review fee for a phased project is based on a minimum phasing fee of \$200.00 plus 10 percent of the total project building permit fee not to exceed \$1,500 for each phase.

Deferred Submittals

The fee for processing and reviewing deferred plan submittals shall be an amount equal to 65% of the building permit based on the valuation of the particular portion or portions of the project. This permit fee shall be based on the building permit fee calculated according to OAR 918-050-0110(2) and (3) using the value of the particular deferred portion or portions of the project with a minimum \$200.00 fee. This fee is in addition to the project plan review fee based on the total project value. Reference: OAR 918-050-0170

One- and Two-Family Fire Suppression Systems

Stand-alone and multi-purpose fire suppression system fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings with 0 to 2000 square feet, 2001 to 3600 square feet, 3601 to 7200 square feet and 7201 square feet and greater and applied to the Tigard fee schedule. The fee shall be inclusive of both permit and plan review fees. Reference: OAR 918-050-0140

Medical Gas

Plumbing permit fees for medical gas shall be determined based on the value of installation costs and the system equipment, including but not limited to, inlets, outlets, fixtures and appliances and applied to the City of Tigard fee schedule with a set minimum fee. The plan review fee shall be equal to 25% of this permit fee. Reference: OAR 918-050-0150

Statewide Master Builder Program

The City of Tigard participates the Master Builder Program as outlined in OAR 918-020-0400 through 918-020-0490.

“Over The Counter” Permit Procedures

Permits not involving a plan review are generally issued over-the-counter. Emergency permits can be issued over-the-counter or, with the approval of the Building Official, via any reasonable

means (i.e. via telephone). Master electrical permits are issued by Washington County via an Intergovernmental between the City and the County.

Some permits requiring plan review can be issued over the counter. See Page 16 for the information on over the counter plan review and permits.

Faxed Applications

The Department accepts faxed applications if all required information is filled out, they are on the approved Tri-County application forms and they have an authorized signature. Faxed applications are processed in the same manner as any other application.

Verification of Licenses and Registrations

Prior to the issuance of any permit staff verifies that the applicant meets the licensing and registration requirements of ORS Chapters 446, 447, 455, 479, 693 and 701. Issues which may arise from this verification process are referred to the Building Official for resolution. The inspection staff also verifies licenses via spot checks of contractors during the inspection process.

PLAN REVIEW STANDARDS

Compliance with the Specialty Codes

Plan review staff is certified by the State of Oregon in all codes administered by the Department. The plans examiners review and approve structural, mechanical, fire/life safety, energy, disabled access, and manufactured dwelling plans. Plumbing plans are reviewed and approved by the Senior Plumbing Inspector. Electrical plans are reviewed and approved by the Senior Electrical Inspector.

The Department contracts with various individuals and firms to assist during periods of peak workload or in specialized areas such as hazardous piping.

A roster of the plan review staff, including current certifications and continuing education records, is available upon request to any interested party.

The Department administers and enforces all current State of Oregon Interpretive Rulings that has been adopted pursuant to ORS 455.060 or ORS 455.475.

We have designated the following licensed companies to perform plan reviews of “simple one-and-two-family dwellings” when the ten (10) working day timeline cannot be met by the Department:

Clair Company, Inc.
777 NE 2nd Street, Suite D
Corvallis, OR 97330
(541) 758-1302

On The Level Concepts
1383 Ballard Dr.
Monmouth, OR 97361
(503) 838-6356

Burroughs Consulting
120 SW Mill St.
Sheridan, OR 97378
(503) 843-2347

Availability of Checklists/Brochures

The Department has created a variety of informational brochures to assist the public in the permit application process including the Tri-County standard one-and-two-family dwelling and commercial checklists. These brochures are available at the public service counter.

The Department also offers optional predevelopment and preconstruction meetings at no cost to the applicant. Predevelopment meetings generally occur at the time of plan submittal and provide an opportunity for the applicant to summarize the project being submitted for review, discuss any requested alternate methods or materials, request interpretations, and hear a preliminary assessment of the project. Preconstruction meetings generally occur in conjunction with the issuance of the permit. The meeting provides an opportunity for the applicant and his/her associates to meet the inspectors who will be involved in the project, discuss any unique aspects of the project, clarify special inspection requirements, coordinate public infrastructure issues, and reach consensus on remaining issues identified during the review process.

Verification of Stamp by Design Professionals

Staff verifies that plans are appropriately stamped by a registered design professional when required. Plans failing to meet this requirement are not approved until the appropriate stamp is provided.

Plan Review Exemptions for Design Professionals

Certain plans are exempt from plan review in accordance with OAR 918-020-0090 (3)(a)(E) and 918-480-0130 in accordance with the following:

Conventional Light Frame Construction

As per ORS 455.628, construction documents designed, prepared and sealed by an Oregon licensed architect or engineer, who is also certified in the state of Oregon as one and two family dwelling plans examiners, are not required to obtain plan review for conventional light frame construction for detached one and two family dwellings. For the purpose of this rule, "Conventional Light Frame Construction" shall be defined as a type of construction that complies with the requirements under the latest edition of the Oregon One and Two Family Dwelling Specialty Code (Code) and subject to the following limitations:

- (1) Buildings shall be designed such that its vertical and horizontal structural elements are primarily formed by a system of repetitive wood or light gage steel framing members as allowed by the code;
- (2) Buildings shall be subject to the maximum height and story limitations as specified in the code;
- (3) Bearing wall floor-to-floor heights shall not exceed those specified in the code;
- (4) All design loads, including wind and seismic loading shall not be less than those allowed by the code;
- (5) Site topography and site geotechnical limitations shall not exceed those allowed by the code; and
- (6) Buildings subject to the irregular building limitations as specified in the code.

Availability and Listing of Plan Review Staff

A roster of the plan review staff, including current certifications and continuing education records, is available to any interested party upon request.

INSPECTION STANDARDS

Inspection Schedule

Inspection staff provides inspection services between 8:00 am and 3:30 pm each working day. Inspections outside of these hours may be arranged through the Supervising Inspector.

Inspection Policies & Procedures

The Department utilizes an automated inspection request telephone line. These lines are available 24 hours per day, 7 days per week. Inspections which are requested prior to 7:00 am are normally conducted on the same business day; inspection requests received after 7:00 am will be accomplished the next following day unless a later date is requested. Inspection requests that are received after 7:00 am but which are needed on the next or same day because of unforeseen issues may be accomplished as requested if approved by the Supervising Inspector.

Customers submitting inspection requests by mail or in person are requested to utilize the inspection request line in the future.

Approved plans are required to be available on the jobsite unless other arrangements have been made with the inspector.

A written report is issued by the inspector for each inspection. The report will reflect approval or disapproval. An inspector may allow work to proceed while documented corrections are made and a reinspection requested. In the case of a disapproved inspection, a list of needed corrections is provided in the report. A copy of the written report is left on the jobsite and entered into the Department's computer system.

In certain circumstances a reinspection fee is assessed by the inspector. Reinspection fees are assessed pursuant to the specialty codes and applicable administrative rules.

Listing of Inspection Staff

A roster of the inspection staff, including current certifications and continuing education records, is available to any interested party upon request.

Stop Work Orders

Section 14.04.090 (g) of the Tigard Municipal Code states as follows:

Notwithstanding the other remedies in this chapter, if the building official determines that any building under construction, mechanical work, electrical work, or plumbing work on any building or any structure poses an immediate threat to the public health, safety or

welfare, he may order the work halted and the building or structure vacated pending further action by the city and its legal counsel.

Further stop work authority is provided in Section 14.04.065(k) of the Tigard Municipal Code for electrical work, Section 104.2.4 of the Oregon Structural Specialty Code for structural work, R114.1 of the 1&2 Family Dwelling Specialty Code and Section 108.5 of the Oregon Mechanical Specialty Code for mechanical work.

The authority to issue stop work orders is delegated to the inspection staff; however, Department policy requires that the inspector contact the Building Official to discuss the decision prior to issuance of the stop work order.

Investigation of Electrical & Plumbing Violations

Electrical and plumbing inspectors conduct random spot checks to verify compliance with plumbing and electrical licensing and registration requirements. In cases of a violation, the inspector is provided the discretion to stop the work and (a) issue a warning, (b) issue a notice of proposed assessment of civil penalty, or (c) discuss alternative options, such as citation into Municipal Court, with the Supervising Inspector.

Complaints received by the Department related to alleged violations of plumbing or electrical licensing or registration requirements are investigated by the appropriate inspector.

COMPLIANCE PROGRAMS

Process for Reported violations

Reports of work being performed without permit, in violation of the Tigard Building Code, and/or in violation of ORS 479.550, 479.620, 447.030, 447.040, 693.030, and 693.040 are accepted in person or via mail, telephone or fax. All reports are investigated by the inspection staff.

Investigation of Reported Violations

Reports as described above are investigated to determine whether or not a violation exists. If no violation exists, the case is closed. If a violation exists, there are several possible actions that may be taken by the Department, including but not limited to stop work orders, assessment of investigation fees, citation into Municipal Court, and referral to the Building Codes Division Compliance Section through the process identified in ORS and OAR.

Notice of Proposed Civil Penalties

As per ORS 455.156, the Department acts as an agent of the respective state boards in the issuance of proposed assessments of civil penalties.

OVER-THE-COUNTER PLAN REVIEW/PERMITS

Service Availability

Permits not involving a plan review are generally issued over-the-counter. Emergency permits can be issued over the counter or, with the approval of the building official, via fax or phone.

Over-the-counter plan review is by appointment only. This service is provided Tuesday, Wednesday and Thursday and can be scheduled by calling the Permit Technicians for the next available time slot. Over-the-counter plan review is generally scheduled for 9:00 am but can be scheduled at other times in order to meet the customer's needs and availability of staff.

Applications Qualifying for Over the Counter Review

Building:

- One-and-two family dwellings and commercial projects
- Interior modifications that do not involve a change of occupancy
- All occupancies except H, I or facilities regulated by State Licensure
- Non-structural alterations of existing elements only

Mechanical:

- Replacement of existing equipment
- Units weighing less than 400 pounds unless an engineers calculations and plans for seismic restraint and members supporting the equipment are provided

Sprinklers:

- Modifications to existing systems. Plan review not required for 10 heads or less

Fire Alarms:

- Modifications of existing system, no additional elements unless battery calculations, element cut sheets including panel specifications, capacity rating and existing load are provided

Permit Issuance

Permits will be issued over the counter if all work is found to be in conformance with applicable codes (minor red-lines allowed). If corrections are required, the applicant must obtain another appointment when all required corrections are completed.

ELECTRICAL PROGRAMS

Every January the City of Tigard Electrical Operating Plan is updated as required by OAR 918-308-0190, and a copy is submitted to the Building Codes Division. This plan meets the requirements of OAR 918-020-0090 (6) and is attached hereto.

ELECTRICAL PROGRAM OPERATING PLAN

CITY OF TIGARD

December 27, 2001

Delegation of Authority

A. Automatic Extension for Current Enforcement Authority

The City of Tigard assumed enforcement and administration of the electrical safety program on July 1, 1995, under the authority of ORS 479.730 and 479.855.

B. Local Jurisdiction Formation

The City of Tigard is a municipal corporation. The electrical safety program encompasses all areas within the City limits. Tigard also provides service for and that portion of unincorporated Washington County that is located within the Urban Growth Boundary and Tigard's Area of Active Planning Interest, pursuant to inter-governmental agreements. The City employs one full-time A-level Inspector and one full-time One and Two Family Dwelling level electrical inspector.

C. Adoption and Update of Local Ordinance

The State of Oregon Electrical Specialty Code and One and Two Family Dwelling Specialty Code are adopted locally through Section 14.04.030(a)(1) of the City of Tigard Municipal Code. The fees associated with the electrical safety program are adopted by resolution through Section 14.04.065(g) of the City of Tigard Municipal Code.

The adopting ordinance is reviewed and updated annually pursuant to OAR 918-308-0190 and -0200.

D. Amendment of Existing Plan

Pursuant to OAR 918-308-0190 and -0200, the City of Tigard will annually review and update this operating plan.

Requirement for Continued Delegation

A. Employment of "A" Level Electrical Inspector

The City of Tigard employs one full-time A-level electrical inspector and one half-time A-level electrical inspector and contracts with the City of Beaverton and various private firms to provide inspections on an as-needed basis.

B. Public Contact Procedure

The electrical inspectors have established office hours of 8:00 - 9:00 a.m. and 3:30 - 4:00 p.m. each work day. In emergencies or cases of high priority, office staff can reach inspectors in the field. Inspectors also have alpha-pagers and cellular phones.

The electrical inspector's office is located in Tigard City Hall at 13125 SW Hall Blvd.

C. Code Interpretations/Dispute Resolution

The appropriate electrical inspector is responsible for all initial interpretations of the Electrical Specialty Code. If there is an appeal of a One and Two Family Dwelling inspector's decision, it is then reviewed by the A-level inspector. If there is an appeal of the A-level inspector's decision, it is then reviewed by the Building Official. Further appeals are made to the Tigard Appeals Board. Appeals Board decisions are appealable pursuant to ORS 479.853.

Plan Review & Permit Procedures

A. Permit Sales Office

The City's Development Services Counter is open to the public from 8:00 a.m. to 4:00 p.m. each workday. Inspectors are available via telephone at 8:00 a.m. each work day. Electrical permits are available at the Center at any time during these hours. Additionally, permit applications may be mailed or faxed to the Center.

B. Electrical Plan Reviews

Electrical plan reviews are conducted in accordance with OAR 918-311-0040.

C. Electrical Permits

A copy of a City of Tigard electrical permit application form is attached (attachment 1).

D. Electrical Permit Issuance

The procedures followed by City of Tigard are in compliance with all applicable Oregon Administrative Rules and Oregon Revised Statutes.

E. Minor Installation Labels

Minor labels are purchased through the Tri-County Service Center. Inspection received from the Center are conducted by City of Tigard inspectors and the results returned to the Center.

F. Temporary Permits

Pursuant to Tigard Municipal Code Section 14.04.065(p), the City of Tigard offers a temporary electrical permit system which complies with OAR 918-309-0080.

G. Master Permits

The City of Tigard has entered into an Intergovernmental Agreement with Washington County to administer the electrical master permit program as per OAR 918-309-0100.

Inspection Standards

A. Minimum Standards for Adequate Electrical Inspections

City of Tigard electrical inspectors adhere to the standards established by the Oregon Electrical Specialty Code and OAR 918-271-0000 through 918-271-0050 when making electrical inspections.

B. Mandatory Inspections

The City of Tigard considers the inspection of all the installations outlined in OAR 918-271-0040 as mandatory. All of these types of installations are inspected, discrepancies are noted, and corrections are insured.

C. Inspection of Secondary Considerations

Installations for which electrical permits are required are inspected by the City of Tigard in all cases. Because of our ability to provide "same day" inspections for most installations, no sampling technique as described in OAR 918-271-0050 has been established.

D. Inspections by Uncertified Individuals

Under no circumstances will persons not holding the appropriate certification from the Building Codes Division conduct an electrical inspection in behalf of the City of Tigard.

E. Turnaround Time

The City of Tigard generally offers "same-day" electrical inspections for those inspections requested by 7:00 pm the previous evening. Those inspections requested after 7:00 pm will be conducted on the next following work day or sooner if possible.

Accounting and Disposition of Revenues

A. Accounting

All revenues collected under the electrical program are accounted for separate from other revenues. Any surplus electrical program revenues are carried forward to the next fiscal year.

B. Disposition of Revenues

The fees collected by the City of Tigard for electrical plan reviews and permits are used solely for the administration of the electrical safety program.

POL 1036

January 2, 1992

Reviewed: January 11, 1994

Reviewed: January 8, 1996

Reviewed: January 10, 2000

Reviewed: September 29, 2000

Reviewed: December 27, 2001

Reviewed: December 16, 2003

ELECTRICAL PLAN REVIEW STANDARDS

Policy Summary:

1. Specifies when electrical plan reviews are required in conjunction with the electrical permit application process.
2. Specifies the information required to be submitted by the applicant for an electrical plan review.

Background:

The City of Tigard has been conducting electrical plan reviews for several years. Established standards were utilized to determine which permit applications required a set of electrical plans for review.

On September 30, 1991, the State Electrical Board adopted rules (OAR 918-320-300 to 918-320-340) which established statewide standards related to the electrical plan review process. This policy is intended to reflect the standards contained in the rules which specify when electrical plan reviews are required and the information which is required to be submitted for review.

Discussion:

Although the rules allow a local jurisdiction some flexibility in deviating from the statewide standards, we have chosen to adopt the same standards contained in the OARs in the interest of uniformity.

Policy:

1. Plan reviews will be required if the proposed electrical installation involves one or more of the following:
 - (a) Structure more than 10,000 square feet;
 - (b) More than 320 amperes continuous rating, metered through a self contained metering device for one and two family dwellings; or, more than 225 amperes for service and starting at 400 amperes for feeders for other than one and two family
 - (c) More than 600 volts nominal;
 - (d) Structure more than three (3) stories;
 - (e) Four (4) or more residential units or an occupancy rating of more than 99 persons;
 - (f) Any area or structure containing a special occupancy as described in Chapter 5 of the National Electrical Code adopted by the Electrical Board; or
 - (g) A new or temporary Manufactured Structures Park or Recreational Vehicle Park, or any addition or alteration to an existing park.
2. Electrical plans submitted for review shall contain the following minimum information:
 - (a) Feeder riser diagram;
 - (b) One line or panel layout;
 - (c) Available fault current on the line side of the service disconnect;
 - (d) Complete load calculations, or applicable load records, for any new installations and for additions to existing installations;
 - (e) Fixture schedule which shows type, location, and layout of fixtures;
 - (f) Address of the installation;
 - (g) Name and address of owner;
 - (h) Identification and signature of the person who prepared the plan, and license number if the person is an electrical supervisor, and professional registration number if the person is an architect or engineer; and
 - (i) Location of emergency systems, identifying the power source and the system on the plan.

TEMPORARY ELECTRICAL PERMITS

Policy Summary:

Documents the temporary electrical permit system.

Background:

For several years the Development Assistance Center (DAC) has offered a temporary permit system for electrical contractors. Under this system a licensed electrical contractor may obtain a temporary electrical permit via telephone. This temporary permit allows the contractor to conduct electrical work and call for the required inspections. The permit and the associated fees and signature must then be received by the DAC not more than ten working days from the date of obtaining the temporary electrical permit.

This system has worked well for the electrical code program. The purpose of this policy is to document in writing the temporary electrical permit system.

Discussion:

A licensed electrical contractor may request a temporary electrical permit via telephone for any type of electrical work. The contractor is verbally issued a permit number, and the information is then entered by DAC staff into Permit*Plan. The electrical contractor is required to complete the permit application and pay the required fee not more than ten (10) working days from the time that the temporary permit number was obtained. If the contractor does not meet this timeframe, a double fee may be assessed. If a contractor abuses this system, the Electrical Inspector may notify the contractor that the temporary electrical permit system is no longer available for his/her use.

Policy:

The Development Assistance Center will offer a system of temporary electrical permits as described above.